

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS

OCTOBER 16, 2013

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, October 16, 2013, at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

****PRESENTATION****

Update from the Brown County Drug Task Force
(Taken after Item 6)

The following matters will be considered:

Call to order at 7:00 p.m.

Invocation.

Pledge of Allegiance to the Flag.

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Erickson, Evans, Vander Leest, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Steffen, Lund, Fewell

Excused: Haefs, Carpenter

Supervisor Zima arrived at 7:05 p.m.

Supervisor Buckley arrived at 7:06 p.m.

Total Present: 24

Total Excused: 2

No. 1 -- ADOPTION OF AGENDA

A motion was made by Supervisor Fewell and seconded by Supervisor Nicholson **“to adopt the agenda as amended by taking Resolution #10k after item #7b.”** Voice vote taken. Motion carried unanimously with no abstentions.

No. 2 -- COMMENTS FROM THE PUBLIC: NONE

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.

No. 3 -- APPROVAL OF MINUTES OF SEPTEMBER 18, 2013.

A motion was made by Supervisor Hoyer and seconded by Supervisor Kaster **“to approve the minutes of the September 18, 2013 meeting”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.

Supervisor Campbell announced to the board that Shantre Smith and Shana Becks will be serving the County in the area of Public Relations. Ms. Smith will be starting October 17, 2013 while Ms. Becks will begin her service in the spring. The communication services that Ms. Smith and Ms. Becks will be providing, will be of no cost to the County as a result of an internship program funded by a \$150,000 grant through Saint Norbert College. The purpose of this program is to supply Brown County with better multimedia communication to the public. Supervisor Campbell also wanted to thank Supervisor Robinson for making her aware of this program as well as she wanted to thank Ms. Becks and Ms. Smith for their services and for attending tonight's meeting.

Vice Chair Lund announced that on Tuesday September 24, 2013, the U.S. Secretary of Education announced that Suamico Elementary received the National Blue Ribbon Award. Suamico Elementary was one of five schools in the state of Wisconsin that received this award. The Blue Ribbon Award recognizes schools that have demonstrated the ability to attain and maintain high achievement for 5 years in the areas of Math and Reading. Vice Chair Lund noted that Suamico Elementary ranked in the top 15 percent and scored primarily exemplary or high marks in the tested areas. Mr. Lund also expressed his thanks and congratulations to the students, the school staff, and the State Superintendent for all of their hard work.

No. 5 -- COMMUNICATIONS. NONE

Late Communications: NONE

No. 6 -- APPOINTMENTS. NONE

Update from the Brown County Drug Task Force by Lt. David Poteat and Lt. David Wesely

Supervisor Nicholson left at 8:05 p.m.

No. 7a -- REPORT BY COUNTY EXECUTIVE.

County Executive Streckenbach announced that the first budget hearing to be held was the Public Safety Committee. Mr. Streckenbach stated that the Public Safety budget meeting was very encouraging. Executive Streckenbach also stated that the budget strategy accomplishes a reduction in the tax levy, a reduction in the tax rate, and a reduction in the County's debt.

Executive Streckenbach stated the CTC redesigns are underway and are successful. He stated that the CTC now has 16 beds available. Mr. Streckenbach also stated that the demolition of the old MHC is on time and on budget. Currently, the destruction is in its final stages and hopefully by December it should be almost entirely gone.

County Executive Streckenbach stated that he is currently monitoring bills at the State level. Mr. Streckenbach stated that the Second Chance Bill, AB 387, is not supported by the County as it is currently written because it would require the counties to fund it. In response, Mr. Streckenbach stated that he is in support of the state actually funding the bill however. Executive Streckenbach also stated that he is monitoring the progress of AB 232, AB 288, Library Bill, and AB 415. Mr. Streckenbach stated that AB 415 could potentially provide the County with an additional \$750,000 to be used in conjunction with TAD Grants for the support of Mental Health progress and programs.

Executive Streckenbach also stated that tomorrow, October 17, is the Grand Opening of Costco in the Village of Bellevue. Mr. Streckenbach recognized the Public Works Department, County Board, Sheriff's Department and the Village of Bellevue for working with one another in order to accelerate the construction of the major highway project that was completed October 11th. Executive Streckenbach noted that the opening of Costco in addition to this completed highway project are vital in bringing future economic development to the area.

No. 7b -- REPORT BY BOARD CHAIRMAN.

Chairman Moynihan announced that standing committee budget meetings have started.

Mr. Moynihan also wanted to remind the Board that the budget meeting will be held on November 6, 2013, at 9 a.m. in the Council Chambers. If necessary, the meeting would resume the following evening, November 7th, at 6 p.m. in the Council Chambers as well.

Chairman Moynihan also stated that if any of the supervisors have financial questions that they ought to contact the Internal Auditor, Dan Process.

No. 10k -- ORDINANCE AMENDING SECTION 38 (4)(2)(a)(ii) OF THE BROWN COUNTY CODE ENTITLED "PUBLIC HEALTH NUISANCE."

A motion was made by Supervisor Vander Leest and seconded by Supervisor Evans **"to adopt"**.

A motion was made by Supervisor Landwehr and seconded by Supervisor Buckley **"to amend the ordinance"**.

A motion was made by Supervisor Robinson and seconded by Supervisor Jamir **"to suspend the rules to allow interested parties to address the Board"**. Voice vote taken. Motion carried unanimously without abstentions.

The following parties addressed the board:

John F. Hager, 200 S. Washington Street, Legal Counsel for Sanimax.
Don Johnson, 2999 Shawano Avenue, General Manager of Sanimax.
Tom Sladek, 2634 Sequoia Lane. 12th District Alderman, City of Green Bay.
Mark Steuer, 1730 Nancy Avenue, 10th District Alderman, City of Green Bay.

A motion was made by Supervisor La Violette and seconded by Supervisor Dantine **"to return to the regular order of business"**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Vice Chair Lund and seconded by Supervisor Hoyer “to refer to December County Board meeting”.

A motion was made by Supervisor Zima and seconded by Supervisor Vander Leest “to refer to Human Services Committee”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 8 -- OTHER REPORTS.

No. 8a. -- TREASURER’S FINANCIAL REPORT FOR THE MONTH OF JUNE 2013

BROWN COUNTY TREASURER’S FINANCIAL REPORT FOR THE MONTH OF JUNE 30, 2013

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of June 30, 2013:

Associated Bank and Chase Bank	\$19,690,747.96
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$30,793.34
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$314,065.22
Emergency Fund	(\$17,080.16)
NSF Checks Redeposited	(\$27,838.19)
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$1,369.98)
UMR Sweep Account	(\$646,012.02)
Bank Error(s)	\$0.00
Total	\$19,343,806.17
Less Outstanding Checks	(\$2,425,272.35)
Other Reconcilable Items	\$0.00
Balance Per County	\$16,918,533.82

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of June 30, 2013:

	2012	2013
Year-to-Date Interest Received	\$466,265.73	\$296,940.87
Interest Received-Current Month	\$80,051.69	\$79,387.67
Year-to-Date Interest Unrestricted Funds	\$546,317.42	\$376,328.54
Working Capital Reserves		
Invested	\$132,288,907.77	\$119,705,313.60
Restricted Investments	\$21,685,634.37	\$15,444,125.46
Total Funds Invested	\$153,974,542.14	\$135,149,439.06
Certificates of Deposits	\$6,095,735.00	\$7,959,641.96
Treas-Gov't Agencies	\$48,332,201.79	\$49,704,226.52
Commercial Paper	\$8,993,054.17	\$0.00
Money Mkt-Pool	\$90,553,551.18	\$77,485,570.58
Total	\$153,974,542.14	\$135,149,439.06

Rate of Return:

0.661%

0.619%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of June 30, 2013.

\s\ Kerry M. Blaney

Kerry M. Blaney, County Treasurer

Approved by:

\s\ Troy Streckenbach

County Executive

Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

A motion was made by Supervisor Vander Leest and seconded by Supervisor Hoyer "to receive and place on file". Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 10/21/2013

No. 8b -- TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JULY 2013

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JULY 31, 2013

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of July 31, 2013:

Associated Bank and Chase Bank	\$30,157,549.49
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$392,758.28
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$6,001,736.47
Emergency Fund	(\$117,250.36)
NSF Checks Redeposited	(\$11,838.02)
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$34,148.88)
UMR Sweep Account	(\$351,098.18)
Bank Error(s)	\$0.00
Total	\$36,038,208.80
Less Outstanding Checks	(\$593,684.43)
Other Reconcilable Items	\$0.00
Balance Per County	\$35,444,524.37

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of July 31, 2013:

	2012	2013
Year-to-Date Interest Received	\$546,317.42	\$376,328.54
Interest Received-Current Month	\$90,610.76	\$59,648.53
Year-to-Date Interest Unrestricted Funds	\$636,928.18	\$435,977.07
Working Capital Reserves Invested	\$162,065,796.50	\$177,975,269.28
Restricted Investments	\$17,495,933.82	\$13,086,916.49
Total Funds Invested	\$179,561,730.32	\$191,062,185.77
Certificates of Deposits	\$6,095,735.00	\$7,959,641.96
Treas-Gov't Agencies	\$48,857,679.95	\$50,952,683.41
Commercial Paper	\$14,405,463.78	\$0.00
Money Mkt-Pool	\$110,202,851.59	\$132,149,860.40
Total	\$179,561,730.32	\$191,062,185.77

Rate of Return: 0.596% 0.583%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of July 31, 2013.

\s\ Kerry M. Blaney
Kerry M. Blaney, County Treasurer

Approved by:
\s\ Troy Streckenbach
County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

A motion was made by Supervisor Kaster and seconded by Supervisor Katers "receive and place on file". Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive Date: 10/21/2013

No. 9 -- STANDING COMMITTEE REPORTS:

No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF SEPTEMBER 26, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on September 26, 2013 and recommends the following motions:

1. Review Minutes of:
 - a. Housing Authority (July 15, 2013).
 - b. Housing Authority (Special Meeting of July 29, 2013). Receive and place on file.
2. Communication from Supervisor Robinson re: That the County consider policies and practices making it possible for supervisors to access technology to fulfill their responsibilities (e.g. borrowing laptop computers for watching DVD testimony). *Held for one month.* To create a policy for supervisors to be able to check out a laptop or other device when needed.
3. Corporation Counsel - Monthly Report for August, 2013. Receive and place on file.
4. Treasurer - Budget Status Financial Report for the Months of June and July, 2013. Receive and place on file.
5. Treasurer's Financial Report for the Months of June and July, 2013. Receive and place on file.
6. Treasurer's Report. Receive and place on file.
7. Child Support - Budget Status Financial Report for July, 2013. Receive and place on file.
8. Child Support - Budget Adjustment Request (13-85) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
9. Child Support - Administrator Summary for August/September, 2013. Receive and place on file.
10. Administration Budget Status Financial Report for July, 2013. Receive and place on file.
11. Technology Services Budget Status Financial Report for July, 2013. Receive and place on file.
12. Admin - 2013 Budget Adjustment Log. *See action at Number 13.*
13. Admin - Budget Adjustment Request (13-83) Category 3b: Reallocation of personnel services and fringe benefits to fit another major budget class except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services. To approve Items 12 & 13.
14. Director of Administration's Report. Receive and place on file.
15. Human Resources - Budget Status Financial Report for July, 2013. Receive and place on file.
16. Human Resources - Activity Report for August, 2013. Receive and place on file.
17. Human Resources - Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control. To approve. See Resolutions, Ordinances October County Board.
18. Human Resources - Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I. To approve. See Resolutions, Ordinances October County Board.
19. Human Resources - Resolution re: Reclassification of the Information Services Director Position Technology Services Department. To approve. See Resolutions, Ordinances October County Board.
20. Human Resources - Directors Report. To receive and place on file.
21. Audit of bills. To pay the bills.

A motion was made by Supervisor Vander Leest and seconded by Supervisor La Violette "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 9b -- REPORT OF EDUCATION & RECREATION COMMITTEE OF OCTOBER 3, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on October 3, 2013 and recommends the following:

1. Review minutes of:
 - a. Library Board (August 15, 2013). Receive and place on file.
2. Museum - Budget Status Financial Report for August, 2013. Receive and place on file.
3. Neville Public Museum Attendance and Admissions for August, 2013. Receive and place on file.
4. Neville Public Museum Attendance – 5 Year Span. Receive and place on file.
5. Museum - Sales Report. Receive and place on file.
6. Museum - Director's Report. Receive and place on file.
7. Golf Course - Budget Status Financial Report for August, 2013. To hold for one month.
8. Golf Course - Discussion to approve the Golf Course to move forward with putting its extra land up for sale. To refer to Corporation Counsel re: easement issue and complete survey of areas noted by Scott Anthes that would be sold and to work with the owner of parcel HB-1424-2.
9. Golf Course - Superintendent's Report. Receive and place on file.
10. Library - Budget Status Financial Report for July and August, 2013. Receive and place on file.
11. Library Report for August, 2013. Receive and place on file Items 11 & 12.
12. Library - Director's Report. *See action at Item 11 above.*
13. Parks Budget Status Financial Report for August, 2013. Receive and place on file.
14. Parks Division - Assistant Director's Report. Receive and place on file.
15. NEW Zoo Budget Status Financial Report for August, 2013. Receive and place on file.
16. Zoo Monthly Activity Report for September, 2013. Receive and place on file.
17. Zoo Animal Collection Report for September, 2013. Receive and place on file.
18. Zoo Director's Report. Receive and place on file.
19. Audit of bills. To pay the bills.

A motion was made by Supervisor De Wane and seconded by Supervisor Katers **“to adopt”**. Supervisor Erickson requested that items #7 and #8 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Item #7 -- Golf Course - Budget Status Financial Report for August, 2013. To hold for one month.

Following discussion, a motion was made by Supervisor Erickson and seconded by Supervisor Van Dyck **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

Item #8 -- Golf Course – Discussion to approve the Golf Course to move forward with putting its extra land up for sale. To refer to Corporation Counsel re: easement issue and complete survey of areas noted by Scott Anthes that would be sold and to work with the owner of parcel HB-1424-2.

Following discussion, a motion was made by Supervisor Erickson and seconded by Supervisor Vander Leest **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF OCTOBER 7, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on October 7, 2013 and recommends the following motions:

1. Communication from Supervisor La Violette re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government.
 - a) Employee Handbook Section 34.03 Harassment and Discrimination in the Workplace. Receive and place on file.
2. Communication from Supervisor Erickson re: The possibility of having a clinic for county employees. To approve doing an RFI and having Human Resources come back with feasibility study on developing a clinic.

See #10, Items 4, 5, 6, 7, 8, 9 & 10 were taken together.
3. Vacant Budgeted Position - Child Support – Child Support Clerk - Vacated 10/1/13.
4. Vacant Budgeted Position - Health – Public Health Nurse - Vacated 8/16/13.
5. Vacant Budgeted Position - Health – Public Health Sanitarian II - Vacated 8/19/13.
6. Vacant Budgeted Position - Human Services – Long Term Care Manager - Vacated 9/9/13.
7. Vacant Budgeted Position - Sheriff – Secretary III (DTF) (.60) - Vacated 9/11/13.
8. Vacant Budgeted Position - Technology Services – Office Manager I - Vacated 9/30/13.
9. Vacant Budgeted Position - Technology Services – Document Center Specialist - Vacated 11/1/13.
 - i. To suspend the rules and take Items 3 – 9 together.
 - ii. To approve Items 3 – 9.
10. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
11. County Executive Report. *No report.*
12. Internal Auditor Report.
 - a) 2012 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Schenck. To approve.
 - b) Budget Status Financial Report for August, 2013. Receive and place on file.
 - c) Quarterly Status Update (July 1 – September 30, 2013). Receive and place on file.
 - d) 2014 Proposed Audit Plan. To approve.
13. Human Resources
 - a) Brown County Employee Benefits Report 2014. Receive and place on file.
14. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I. To approve.
See Resolutions, Ordinances October County Board.
15. Resolution re: Reclassification of Position Health Department Health Aide. To approve.
See Resolutions, Ordinances October County Board.
16. Resolution re: Reclassification of Information Services Director position. To approve.
See Resolutions, Ordinances October County Board.

17. Resolution - Proclamation Declaring October 20-26, 2013 "Freedom from Workplace Bullies Week". Receive and place on file. See Resolutions, Ordinances October County Board.
18. Closed Session - Labor Relations and Negotiations:
Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating collective bargaining agreements. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - i. To enter into closed session.
 - ii. To return to regular order of business.

A motion was made by Vice Chair Lund and seconded by Supervisor Sieber **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 9ci -- REPORT OF "SPECIAL" EXECUTIVE COMMITTEE OF OCTOBER 16, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in special session on October 16, 2013 and recommends the following motions:

1. Resolution re: Change in Table of Organization Public Safety Communications Telecommunication Operator I.

COMMITTEE ACTION: A motion was made by Supervisor Evans and seconded by Supervisor Erickson **"to approve."** To approve.

A motion was made by Vice Chair Lund and seconded by Supervisor Vander Leest **"to adopt the report of the October 16, 2013 "Special Executive Meeting"**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 9d -- REPORT OF HUMAN SERVICES COMMITTEE OF SEPTEMBER 25, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on September 25, 2013 and recommends the following motions:

1. Review Minutes of:
 - a) Community Options Program Planning Committee (July 22, 2013)
 - b) Aging & Disability Resource Center of Brown County (August 22, 2013)
 - c) Children With Disabilities Education Board (August 27, 2013)
 - d) Human Services Board (June 13, July 11, August 8 and September 12, 2013)

- e) Northeast Wisconsin Family Care (August 7, 2013)
 - f) Veterans Recognition Subcommittee (July 16, 2013).
 - i. To suspend the rules to take Items 1a-f.
 - ii. To approve Items 1a-f.
2. Communication from Supervisor Hopp re: Discussion, formulation and adoption of a resolution of Brown County PROHIBITING any Brown County Agency, Department, Staff Member or Independent Agency doing business on behalf of Brown County, for participating in any non-mandated, voluntary action, assisting the Federal Government, its agencies or representatives, with the implementation (aka "roll out") of the Patient Protection and Affordable Care Act. (P.L. 111 – 148), signed March 23, 2010 also referred to as the Affordable Care Act (ACA). This would include but is not limited to the sharing and or distribution of information either verbal, written and/or electronic; sharing and or distribution of written or electronic materials; sharing and or distribution of computer software or computer education. Furthermore, the USE of any equipment owned, controlled or operated by Brown County for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited. Furthermore, the USE, of any facilities owned, controlled or operated by Brown County, for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited as allowed by law, or billed at the rate of \$1,500 per hour plus maintenance costs. To refer to staff to work with Hopp to draft a resolution prohibiting Brown County Agencies and Departments outside the oversight of the Human Services Committee from partaking in those Navigator functions of the Affordable Care Act (ACA), as defined in the ACA, P.L. 111-148 Section 1311 (i)(3)(A), (B), (C), (E); and return to the November Human Services Committee for action. Motion Denied 3-2
 3. Communication from Supervisor Robinson re: County explore reviving the "Homeless Issues and Affordable Housing Subcommittee," and collaborate with the City of Green Bay and the HOPE Task Force. Receive and place on file.
 4. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Controller. To approve 4-1. See Resolutions, Ordinances September County Board.
 5. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I. To approve 4-1. See Resolutions, Ordinances October County Board.
 6. Health Dept. - Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. To amend the odor ordinance paragraph (4)(2)(a)(ii) that the Brown County Health Dept. shall issue a citation for two verifiable complaints instead of three as previously. Approved 3-2
 7. Health Dept. - Resolution re: Reclassification of Position Health Department Health Aide. To approve. See Resolutions, Ordinances October County Board.
 8. Health Dept. - Budget Adjustment (13-70): Increase in expenses with offsetting increase in revenue. To approve.
 9. Health Dept. - Director's Report. *No report, no action.*
 10. Human Services Dept. - Executive Director's Report. Receive and place on file.
 11. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
 12. Human Services Dept. - Statistical Reports.
 - a) Monthly Inpatient Data – Community Treatment Center.
 - b) Monthly Inpatient Data – Bellin Psychiatric Center.
 - c) Child Protection – Child Abuse/Neglect Report.
 - d) Monthly Contract Update. Receive and place on file.

13. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
14. Human Services Dept. - Request for New Vendor Contract. To approve.
15. Human Services Dept. - Resolution re: Northeast Wisconsin Long Term Care District County Board Resolution to Authorize NEW Family Care to Enter into a Contract with the Department of Health Services. To approve. See Resolutions, Ordinances October County Board.
16. Audit of bills. To approve.

A motion was made by Supervisor Hopp and seconded by Supervisor Vander Leest “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 9e -- REPORT OF PLANNING, DEVELOPMENT, & TRANSPORTATION COMMITTEE OF SEPTEMBER 23, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in regular session on September 23, 2013 and recommends the following motions.

1. Review minutes of:
 - a. Planning Commission Board of Directors (August 7, 2013).
 - b. Planning Commission Board of Directors Transportation Subcommittee (February 25, 2013).
 - c. Transportation Coordinating Committee (June 10, 2013).
 - i. Suspend the rules to take Items 1 a, b, and c together.
 - ii. To approve Items 1a, b, and c.
2. Report from Advance Business – Fred Monique. Receive and place on file.
3. Communication from Supervisors Van Dyck and Clancy re: to consider installing cable barricades at the end of the 4 roads intersecting with County Hwy ZZ. To refer to staff and bring back next month for signs and other possible remedies.
4. Communication from Supervisor Zima re: I am requesting that Brown County seek better and more economical housing of the Brown County Health Department.
 - i. To refer to staff to bring back an inventory of existing space, costs of moving, as well as comparable properties on the market.
 - ii. To instruct staff to notify the Health Department Director and Public Works Director to not sign any leases for the Health Department and continue month to month after lease is up.
5. Planning Commission - Resolution Amending the Brown County Farmland Preservation Plan Map. To approve. See Resolutions, Ordinances October County Board.
6. Update regarding development of the Brown County Farm Property – standing item. *No action, no vote taken.*
7. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control. To approve. See Resolutions, Ordinances September County Board.
8. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I. To approve. See Resolutions, Ordinances October County Board.
9. UW-Extension - Budget Adjustment Request (13-80) Category 5: Increase in expenses with offsetting increase in revenue. To approve.

10. Public Works - Comments from the Public re: EE Bridge. *No action, no vote taken.*
11. Public Works - Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits". To approve. See Resolutions, Ordinances October County Board.
12. Public Works - Resolution Authorizing County Trunk Highway Jurisdictional Revisions on County Highway FF. To approve. See Resolutions, Ordinances October County Board.
13. Public Works - Summary of Operations. Receive and place on file.
14. Public Works - Director's Report. Receive and place on file.
15. Port & Resource Recovery - Resolution Accepting Recommendations of Port and Resource Recovery Department Financial Analysis. To approve with the change on Page 18, Item 5: We recommend the county adopt a "goal", not "policy" to establish a minimum working capital balance for the Operating Fund. See Resolutions, Ordinances October County Board.
16. Port & Resource Recovery - BOW Strategic Plan for Resource Management - Request for Approval. To approve.
17. Port & Resource Recovery - Director's Report. Receive and place on file.
18. Airport - Budget Status Financial Report for August, 2013. Receive and place on file.
19. Audit of bills. To pay the bills.

A motion was made by Supervisor Erickson and seconded by Supervisor Dantine "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 9ei -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF SEPTEMBER 23, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The LAND CONSERVATION SUB COMMITTEE met in regular session on September 23, 2013 and recommends the following motions.

1. Budget Status Financial Report for July 31, 2013. Receive and place on file.
2. Variance request – Rick Loppnow. To approve.
3. Owners Claim for Damages to Animals – Anthony Rueden. To approve for amount requested of \$200 to Anthony Rueden.
4. Director's Report. Receive and place on file.

A motion was made by Supervisor Landwehr and seconded by Supervisor Sieber "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE OF OCTOBER 9, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on October 9, 2013 and recommends the following motions.

- Please note numbers on this report correspond with Item Numbers for regular portion of meeting*
6. Review Minutes of - Fire Investigation Task Force Board of Directors (June 20, 2013). Receive and place on file.
 7. Communication from Supervisor Nicholson re: Review a possible contract between Brown County Sheriff's Department and Brown County Housing Authority/ICS to assist with Home Inspections with possible action. To hold until Sheriff reports back at December meeting.
 8. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I. To approve.
 9. Medical Examiner Activity Spreadsheet for August and September, 2013. Receive and place on file.
 10. Courts, Commissioner, Probate - Budget Status Financial Report for August, 2013. Receive and place on file.
 11. Clerk of Courts - Budget Status Financial Report for August, 2013. Receive and place on file.
 12. Public Safety Communications - Budget Status Financial Report for August, 2013. Receive and place on file.
 13. Public Safety Communications - Resolution re: Change in Table of Organization Public Safety Communications Telecommunication Operator I. To approve.
 14. Public Safety Communications - Director's Report. To approve.
 15. Sheriff - Budget Status Financial Report for August, 2013. Receive and place on file.
 16. Sheriff - Budget Adjustment Request (13-79): Increase in expenses with offsetting increase in revenue. To approve.
 17. Sheriff - Budget Adjustment Request (13-82): Increase in expenses with offsetting increase in revenue. To approve.
 18. Sheriff - Budget Adjustment Request (13-88): Increase in expenses with offsetting increase in revenue. To approve.
 19. Sheriff's Report. Receive and place on file.
 20. Audit of bills. To pay the bills.

A motion was made by Supervisor Clancy and seconded by Supervisor Zima **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10 -- Resolutions, Ordinances:

No. 10a -- RESOLUTION RE: RECLASSIFICATION OF POSITIONS CLERK/TYPIST I, CLERK I, TYPIST I

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, there is currently a vacant Clerk/Typist I position in the Child Support Agency; and

WHEREAS, the Human Resources department conducted a study of the Clerk/Typist I job duties as well as the similar positions of Clerk I and Typist I and determined the requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$11.34 - \$16.00 in public entities and have a starting rate of \$11.00 in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Clerk/Typist I, Clerk I and Typist I positions be placed in Pay Grade 4 (pay range \$11.81 - \$14.06) of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in Clerk/Typist I, Clerk I and Typist I positions will retain their current wage; and

WHEREAS, future vacancies for Clerk/Typist I, Clerk I and Typist I positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Clerk/Typist I, Clerk I and Typist I positions be placed in Pay Grade 4 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Clerk/Typist I, Clerk I and Typist I positions will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Clerk/Typist I, Clerk I and Typist I positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

Annual Budget Impact
Reclassify Clerk/Typist I, Clerk I, Typist I
1,950 annual hours

Clerk/Typist I Courthouse 7.00 FTE's in various departments	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Current Rate (\$15.63)	\$(30,479)	\$(20,735)	\$(51,214)
Pay Grade 4, Step 3 (\$12.53)	\$ 24,434	\$ 19,833	\$ 44,267
Annual Budget Impact per FTE	<u>\$(6,045)</u>	<u>\$(902)</u>	<u>\$(6,947)</u>

Clerk I & Typist I Human Services Para-Professionals 1.00 FTE	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Current Rate (\$15.43)	\$(30,089)	\$(20,677)	\$(50,766)
Pay Grade 4, Step 3 (\$12.53)	\$ 24,434	\$ 19,833	\$ 44,267
Annual Budget Impact per FTE	<u>\$(5,655)</u>	<u>\$(844)</u>	<u>\$(6,499)</u>

Clerk/Typist I, Clerk I, Typist I CTC 1901 1.00 FTE			
	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Current Rate (\$15.61)	\$(30,440)	\$(20,729)	\$(51,169)
Pay Grade 4, Step 3 (\$12.53)	\$ 24,434	\$ 19,833	\$ 44,267
Annual Budget Impact per FTE	<u>\$(6,006)</u>	<u>\$(896)</u>	<u>\$(6,902)</u>

Savings would be realized for each Clerk/Typist I, Clerk I and Typist I vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk/Typist I vacancy in the Child Support Agency.

Respectfully submitted,
 PLANNING, DEVELOPMENT &
 TRANSPORTATION COMMITTEE
 HUMAN SERVICES COMMITTEE
 ADMINISTRATION COMMITTEE
 PUBLIC SAFETY COMMITTEE
 EXECUTIVE COMMITTEE

Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Kaster and seconded by Supervisor Katers **“to adopt”**.

Following discussion, a roll call vote was taken on Supervisor Kaster’s motion **“to adopt.”** Roll call vote taken. Roll Call #10a(1)

Ayes: Sieber, De Wane, Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Clancy, Campbell, Moynihan, Steffen, Lund

Nays: Robinson, Fewell

Excused: Nicholson, Haefs, Carpenter

Total Ayes: 21

Total Nays: 2

Excused: 3

Motion Carried.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 10/21/2013

ATTACHMENT TO RESOLUTION #10a

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/18/13

REQUEST TO: Planning, Development & Transportation Committee; Human Services Committee; Administration Committee, Public Safety Committee, Executive Committee

MEETING DATE: 09/04/13

REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

WHEREAS, the salary range in comparable counties is \$80,207 - \$104,288; and

WHEREAS, after a review of similar Information Services Director positions was completed for external and internal equity, to be competitive and attract qualified candidates, it is recommended the position of Information Services Director be reclassified to Pay Grade 30 with a salary range of \$84,875 - \$101,015, effective immediately; and

WHEREAS, funds for the additional salary and fringe benefits are available in the 2013 budget and proposed 2014 budget; and

WHEREAS, it is recognized that the need for effective information systems and reliance on security is ever increasing.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the position of Information Services Director be reclassified from Pay Grade 26 to Pay Grade 30 of the Classification and Compensation Plan effective immediately.

Partial Budget Impact (12/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Information Services Director Grade 26, Step 6	(1.0)	Deletion	\$(7,119)	\$(2,399)	\$(9,518)
Information Services Director Grade 30, Step 6	1.0	Addition	\$ 8,177	\$ 2,586	\$ 10,763
Partial Budget Impact			\$ 1,058	\$ 187	\$ 1,245

Annual Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Information Services Director Grade 26, Step 6	(1.0)	Deletion	\$(85,426)	\$(28,787)	\$(114,213)
Information Services Director Grade 30, Step 6	1.0	Addition	\$ 98,125	\$(31,030)	\$ 129,155
Annual Budget Impact			\$ 12,699	\$ 2,243	\$ 14,942

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Authored by: Human Resources
Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Van Dyck and seconded by Supervisor Campbell “to adopt”. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 10/21/2013

ATTACHMENT TO RESOLUTION #10b

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/18/13
REQUEST TO: Administration Committee
MEETING DATE: 09/26/13
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance
TITLE: Resolution regarding the reclassification of the Information Services Director position

ISSUE/BACKGROUND INFORMATION:

The Information Services Director position is currently vacant which prompted a review of similar positions in comparable counties for external and internal equity.

ACTION REQUESTED:

Reclassify the Information Services Director position from Pay Grade 26 to Pay Grade 30 of the Classification and Compensation Plan to be competitive and attract qualified candidates.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

2. Is there a fiscal impact? ☒ Yes ☐ No
- a. If yes, what is the amount of the impact? Funds for the additional salary and fringe are available in the 2013 budget and proposed 2014 budget. 2013 = \$1,245 & 2014 = \$14,942
- b. If part of a bigger project, what is the total amount of the project? \$_____
- c. Is it currently budgeted? ☒ Yes ☐ No
1. If yes, in which account? _____
2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

No. 10c -- PROCLAMATION DECLARING OCTOBER 20-26, 2013 “FREEDOM FROM WORKPLACE BULLIES WEEK”

A motion was made by Supervisor La Violette and seconded by Supervisor Evans “to adopt”.

4.81 FTE's

Health Aide (Current Rate)	\$(31,922)	\$(20,951)	\$(52,873)
Health Aide (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(4,719)</u>	<u>\$(706)</u>	<u>\$(5,425)</u>

Savings would be realized for each Health Aide vacancy filled after approval of resolution. There is currently a 0.41 FTE Health Aide vacancy in the Health Department.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Authored by: Human Resources Dept.
Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Hopp and seconded by Supervisor Campbell **"to adopt."**

Following discussion, a roll call vote was taken on Supervisor Hopp's motion **"to adopt."** Roll Call Vote taken. Roll Call #10d(1):

Ayes: Sieber, De Wane, Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Clancy, Campbell, Moynihan, Steffen, Lund Fewell
Nays: Robinson
Excused: Nicholson, Haefs, Carpenter

Total Ayes: 22 Total Nays: 1 Excused: 3

Motion Carried.

Approved by: \s\ Troy Streckenbach, County Executive Date: 10/21/2013

ATTACHMENTS TO RESOLUTION #10d

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/16/13
REQUEST TO: Human Services Committee
MEETING DATE: 09/25/13
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
 ☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Position – Health Department – Health Aide

ISSUE/BACKGROUND INFORMATION:

A Health Aide vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Health Aide position in Pay Grade 6 of the Brown County Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

3. Is there a fiscal impact? ☒ Yes ☐ No
- a. If yes, what is the amount of the impact? There will be a savings of \$5,425 for each 1.00 FTE Health Aide vacancy filled going forward.
- b. If part of a bigger project, what is the total amount of the project? \$_____
- c. Is it currently budgeted? ☐ Yes ☐ No
1. If yes, in which account? _____
2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

POSITION DESCRIPTION

POSITION TITLE: HEALTH AIDE
REPORTS TO: NURSE MANAGER
DEPARTMENT: HEALTH DEPARTMENT
REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Performs school vision and hearing screening; performs re-screening tests hearing; performs related clerical support functions; assists with the Immunization Program.

ESSENTIAL DUTIES:

Performs initial screening tests for hearing and vision. Performs re-screening tests for children who did not pass the initial screening tests for hearing tests in order to assure accurate results were found in the screening process; records results and refers to Public Health Nurse.

Coordinate/communicate with schools as it relates to hearing/vision screening schedules.

Interviews parents and reviews immunization records at immunization clinics each month in order to determine what vaccine is needed.

Enters immunization history information into computer data base.

Generates required immunization reports.

Inventories vaccine and clinic supplies; prepares orders and submits to the Nurse Manager.

Responsible for specific office duties such as answering, prioritizing and directing incoming telephone calls, opening, categorizing and distributing mail, typing, using computer.

Obtain supplies for public health programs.

Participates in training and exercises/drills to prepare for and respond to public health threats in accordance with county and departmental emergency response plans.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Audiometer

General Office Equipment

Lighted Snellen Eye Chart

Computer

Personal Auto

Snellen Wall Chart

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma, plus one year of experience in a health care environment; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License.

Knowledge, Skills and Abilities:

Knowledge of elementary medical terminology.

Knowledge of principles, practices, and techniques of school health screening.

Knowledge of and ability to utilize a computer and the required software.

Ability to develop, establish and maintain adequate records relating to health screening and immunization.

Ability to establish and maintain effective working relationships with volunteers, nursing service personnel, school personnel, children, parents, staff and the public.

Ability to maintain confidentiality.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to accept direction and work independently of constant supervision.

Ability to communicate effectively both orally and in writing, including in stressful situations.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking, sitting and driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching; occasional grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in description.

Revised: 07/30/13

No. 10e -- RESOLUTION RE: NORTHEAST WISCONSIN LONG TERM CARE DISTRICT COUNTY BOARD RESOLUTION TO AUTHORIZE NEW FAMILY CARE TO ENTER INTO A CONTRACT WITH THE DEPARTMENT OF HEALTH SERVICES.

TO THE HONORABLE CHARIMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, pursuant to Wis. Stat. 46.2895, the Counties of Brown, Kewaunee, Door, Shawano, Oconto, Menominee and Marinette (individually "a County" and collectively "the Counties") formed NEW Family Care District ("NEW Family Care") by individual resolution from each of the Counties; and

WHEREAS, each of the County resolutions creating NEW Family Care indicated that a County would adopt a second resolution authorizing NEW Family Care to finalize the formation process and submit a bid to be awarded a contract from the Department of Health Services ("DHS") to provide the family care benefit to the region comprising the Counties; and

WHEREAS, over the course of the past two (2) months, representatives of NEW Family Care and representatives of DHS have met and discussed the possibility of NEW Family Care bidding on the contract for the provision of family care services and benefits, as well as the continuation of the grant funding that DHS previously authorized for NEW Family Care in relation to NEW Family Care's start-up; and

WHEREAS, DHS has indicated an intent to continue the NEW Family Care grant funding to allow NEW Family Care to position itself to be successful in its bid to provide the family care benefit and services; and

WHEREAS, DHS has indicated that it may release the official request for proposals related to the contract to provide the family care services and benefits as early as late 2013 or early 2014; and

WHEREAS, as indicated above, the Counties must adopt a second resolution, as contemplated within the first resolution adopted by the Counties creating NEW Family Care, to authorize NEW Family Care to ~~bid on the~~ enter into a ** contract to provide the family care services and benefits; and

WHEREAS, it is the County's desire that DHS award the contract to provide the family care services and benefits to NEW Family Care so as to allow the counties comprising the NEW Family Care region a voice in the governance of the entity that will be assuming long term care services from the counties; and

WHEREAS, the Counties' initial annual contribution to family care is set at no more than the amount a County spent on long term care services for the family care target populations in 2006, as adjusted for the average expenditures for the Community Options Program (COP) portion of the contribution for the two years prior to a county's transition to family care, and if that amount exceeds 22 percent of a County's BCA, the initial annual contribution is decreased, over a five year period, to 22 percent of a County's BCA and remains at that amount; and

WHEREAS, there is no provision in current law that would mandate that a County contribute to the costs associated with the formation and operation of NEW Family Care beyond the amounts associated with the 22 percent of the County's BCA, established over time, as set forth above;

NOW, THEREFORE, BE IT RESOLVED by the Brown ** County Board of Supervisors, that:

1. This document is intended to serve as the second, and final, resolution authorizing the continued operation of NEW Family Care. All conditions associated with this Resolution set forth in the first resolution authorizing the formation of NEW Family Care are hereby determined to have been satisfied.
2. Brown ** County declares that a need exists for NEW Family Care to provide long term care services to older persons and adults with physical and developmental disabilities in the region comprised of the counties that created NEW Family Care.
3. The purpose of NEW Family Care is to operate a MCO under Wis. Stat. § 46.284 to provide family care services and benefits.
4. The current composition of, and method of appointment to, the NEW Family Care District Board is hereby confirmed. Brown ** County shall retain the authority to appoint one (1) member to the NEW Family Care District Board,

which appointment shall occur in a manner consistent with county policy. The NEW Family Care District Board is hereby authorized to establish terms of office for the NEW Family Care District Board members according to its by-laws, policy or resolution and otherwise in accordance with law. The length of terms and method of staggering shall be communicated to the participating counties. The NEW Family Care District Board is further authorized to create additional seats for the Board, and prescribe the method of appointment and term, as the need may arise.

5. NEW Family Care is hereby authorized to enter into a contract with DHS and participate in all bidding or proposal activities associated therewith ** for the provision of family care services and benefits and to otherwise exercise all powers of a long term care district and care management organization set forth in Wis. Stats. Chap. 46.
6. Any savings generated as a result of NEW Family Care's provision of family care services and benefits in Brown ** County shall be dedicated to the provision of human services.
7. A copy of this resolution will be sent to the Secretaries of the State Departments of Administration, Health Services and Revenue as required under Wis. Stat. § 46.2895(1)(a)2.

Respectfully submitted,
HUMAN SERVICES COMMITTEE

**** Additions and deletions were made to the resolution as per the Brown County Board of Supervisors on 10/16/2013.**

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does not require an appropriation from the general fund.

A motion was made by Supervisor La Violette and seconded by Supervisor Hoyer **"to adopt."**

A motion was made by Supervisor Evans and seconded by Supervisor Vander Leest **"to amend the sixth WHEREAS to replace 'bid on the' with 'enter into a'...to amend the first NOW THEREFORE, item #2 and item #4 to read 'Brown County' and to amend item #5 to read 'NEW Family Care is hereby authorized to enter into a contract with DHS 'and participate in all bidding or proposal activities associated therewith'."** Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Evans and seconded by Supervisor Vander Leest **"to adopt as amended"**. Voice Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive Date: 10/21/2013

No. 10f -- RESOLUTION AMENDING THE BROWN COUNTY FARMLAND PRESERVATION MAP

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection requires consistency between the county farmland preservation plan map and local zoning maps for the local zoning ordinances to qualify for certification by the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection; and

WHEREAS, the local units of government participating in the Farmland Preservation Program are updating their local zoning ordinances and maps for certification by the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection; and

WHEREAS, Brown County was approached by several of its participating local units of government requesting an amendment to the Brown County Farmland Preservation Plan Map; and

WHEREAS, an amendment to the Brown County Farmland Preservation Plan Map will create the necessary consistency between the Brown County Farmland Preservation Plan Map; and local zoning maps; and

WHEREAS, consistency of said Brown County Farmland Preservation Plan map and local zoning maps will allow qualified Brown County landowners to continue to apply for the Wisconsin Farmland Preservation State Income Tax Credit; and

WHEREAS, after public meeting and due consideration the Brown County Planning Commission has forwarded a resolution recommending the adoption of the Brown County Farmland Preservation Plan map amendment to the Planning, Development, and Transportation Committee of the Brown County Board of Supervisors; and

WHEREAS, a public hearing was held by the Brown County Planning, Development, and Transportation Committee of the Brown County Board on September 23, 2013, following a Class I public notice and 30-day review period; and

WHEREAS, following public hearing, public meeting, and due consideration the Planning Development and Transportation Committee has recommended adoption of the Brown County Farmland Preservation Plan map amendment to the Brown County Board of Supervisors; and

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors adopts the Brown County Farmland Preservation Plan map amendment as attached.

Respectfully submitted,
PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund.

A motion was made by Supervisor Dantine and seconded by Supervisor Sieber “to adopt.” Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive Date: 10/21/2013

No. 10g -- ORDINANCE AMENDING SCHEDULE A OF THE BROWN COUNTY CODE ENTITLED “SPEED LIMITS”

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

County Trunk Highway “C”, Village of Howard

Thirty-five miles per hour from the intersection of Hillcrest Drive Heights to ~~Woodland Road~~ CTH FF.

Forty-five miles per hour from its intersection of ~~Woodland Road~~ CTH FF. to a point 0.41 miles southeast of Glendale Avenue.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,
PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Authored by: Public Works - Highway Division
Final Draft Approved by Corporation Counsel

Fiscal Impact: This amendment does not require an appropriation from the General Fund. Fiscal impact is estimated at \$250, for required new signage which is included in the Public Works - Highway Division budget.

A motion was made by Supervisor Kaster and seconded by Supervisor Erickson “to adopt.” Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive Date: 10/21/2013
Approved by: \s\ Sandra L. Juno, County Clerk Date: 10/23/2013
Approved by: \s\ Patrick Moynihan, Jr., Board Chairman Date: 10/23/2013

ATTACHMENT TO ORDINANCE #10g

Meeting: Planning, Development & Transportation Committee
Meeting Date: 9/23/13
Public Works Report

REPORT TO: PD&T Committee
REPORT FROM: Paul Van Noie

Public Works Director
AGENDA ITEM: Ordinance Dealing With Revision of Speed Zone on CTH C, Village of Howard

ACTION REQUESTED: Ordinance Approval

ISSUE: Ensure the safety of the traveling public of Brown County.

BACKGROUND INFORMATION: The Wisconsin Department of Transportation (WisDOT) is currently reconstructing the intersection of STH 29 / CTH FF. As part of this project, WisDOT is building a new roundabout at the intersection of CTH C @ Sherwood Street. In addition, as part of a 2014 project, Brown County will be reconstructing 725 feet of CTH C, from Catherine Drive to the new roundabout. Therefore, the speed limit signs would not be installed until this construction project is completed in 2014.

RECOMMENDATION ACTION BY COMMITTEE: Currently the speed limit changes from 35 mph to 45 mph at Catherine Drive. Therefore for safety and consistency purposes, we are recommending the PD&T Committee approve the Ordinance and forward to the County Board of Supervisors for approval and implementation.

ALTERNATIVES:

The Committee could take the following action:

- Table the ordinance
- Decline the ordinance
- Amend/change the ordinance

FISCAL IMPACT:

- | | |
|------------------------------|----------|
| 1. Is there a fiscal impact? | Yes |
| 2. Is it currently budgeted? | No |
| 3. If budgeted, which line? | N/A |
| 4. Amount? | \$250.00 |

No. 10h -- RESOLUTION AUTHORIZING COUNTY TRUNK HIGHWAY JURISDICTIONAL REVISIONS ON COUNTY HIGHWAY FF, IN THE VILLAGE OF HOWARD, BROWN COUNTY

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Section 83.025 of the Wisconsin Statutes authorizes the County Board to make changes in the County Trunk Highway System if it deems that the public good is best served thereby, such revisions to the highway system must be with the consent of the Wisconsin Department of Transportation and approval of the governing body of the city, village or town in which the proposed change is located; and

WHEREAS, for reasons of public safety, the Wisconsin Department of Transportation is reconstructing the intersection of STH 29 & CTH FF into a diamond interchange, including Sherwood Street, from STH 29 to CTH C in the Fall of 2013 and through 2014; and

WHEREAS, to connect CTH C to the new interchange of STH 29, it is in the public's best interest that upon completion of the reconstruction project, in the Summer of 2014, that the

Village of Howard street be transferred to Brown County and become part of the County Trunk Highway System, as an extension of CTH FF, from STH 29 to CTH C.

NOW, THEREFORE, BE IT RESOLVED, that the 0.45-mile Sherwood Street, from STH 29 to CTH C, be added to the County Trunk Highway System, effective August 1, 2014.

BE IT FURTHER RESOLVED, that upon adoption of this resolution, the County Clerk will submit two (2) copies to the Wisconsin Department of Transportation, Northeast Region, Green Bay, for approval, and that this resolution shall take effect on August 1, 2014, upon receipt of appropriate action from the Village of Howard evidencing their concurrence with this resolution.

Respectfully submitted,
PLANNING, DEVELOPMENT &
TRANSPORTATION

Authored by: Public Works - Highway Division
Final Draft Approved by Corporation Counsel

Fiscal Impact: This amendment does not require an appropriation from the General Fund. This work is included in the Wisconsin Department of Transportation's STH 29 improvement project.

A motion was made by Supervisor Landwehr and seconded by Supervisor Steffen "to adopt." Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 10/21/2013

ATTACHMENT TO RESOLUTION #10h

Meeting: Planning, Development & Transportation Committee

Meeting Date: 9/23/13

Public Works Report

REPORT TO: PD&T Committee

REPORT FROM: Paul Van Noie
Public Works Director

AGENDA ITEM: Resolution Authorizing County Trunk Highway Jurisdictional Revisions on
County Highway FF

ACTION REQUESTED: Resolution Approval

ISSUE: Connect CTH C to the new interchange of STH 29.

BACKGROUND INFORMATION: The Wisconsin Department of Transportation is reconstructing the intersection of STH 29 / CTH FF into a diamond interchange. In addition Brown County has a 2014 reconstruction project of the portion of CTH C, from Catherine Drive to a new roundabout being constructed at the intersection of CTH C @ Sherwood Street. Upon completion of the reconstruction project in 2014 and to better connect CTH C to the new intersection of STH 29; Brown County & the Village of Howard are recommending that this portion of Sherwood Street will be jurisdictionally transferred from the Village of Howard to Brown County and become part of CTH FF.

RECOMMENDATION ACTION BY COMMITTEE: Recommend the PD&T Committee approve the Resolution and forward to the County Board of Supervisors for approval and implementation.

ALTERNATIVES:

The Committee could take the following action:

- Table the ordinance
- Decline the ordinance
- Amend/change the ordinance

FISCAL IMPACT:

- | | |
|------------------------------|-----|
| 5. Is there a fiscal impact? | No |
| 6. Is it currently budgeted? | No |
| 7. If budgeted, which line? | N/A |
| 8. Amount? | \$0 |

No. 10i -- RESOLUTION ACCEPTING RECOMMENDATIONS OF PORT AND RESOURCE RECOVERY DEPARTMENT FINANCIAL ANALYSIS.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the purpose of the Brown County Port and Resource Recovery Department is to plan, promote, and administer port, solid waste and recycling activities for Northeastern Wisconsin through methods that are environmentally sound and economical; and

WHEREAS, in 1975 the Department and Solid Waste Board (collectively the "Department"), were created, pursuant to, among other ordinances, §§ 2.05 & 12.01 of the Brown County Code, as well as the corresponding state statutes giving rise thereto, to act as the policy making body relative to program policies affecting the activities of the Department, which includes in pertinent part, providing economically and environmentally sound solid waste management services and facilities for Brown County ("County") municipalities, residents and business; and

WHEREAS, the Resource Recovery functions of the Department include operation of a solid waste transfer station and a recycling transfer station, joint ownership of a single-stream recycling facility in Outagamie County, and operation of a regional household hazardous waste collection facility, a landfill gas-to-energy plant, two closed landfills and the future south landfill; and

WHEREAS, in 1956, Brown County created the Harbor Commission under the authority of Section 30.37, Wis. Stats to plan, oversee and administer the activities of the Port of Green Bay. The Port area of the Department operates confined disposal facilities, owns dock walls and property leased for port purposes. The Port performs economic development duties and acts as a common voice for legislative and regulatory issues on behalf of its terminal operators; and

WHEREAS, per its responsibilities under § 12.01(4) & (5) of the Brown County Code, the Department is further required to develop plans for County solid waste management

programs ("Programs") to collect, transport, reduce, reuse, recycle, compost, process, incinerate, destroy, convert or landfill solid waste within the County and establish rates and fees in accordance therewith so that economic benefits realized thereunder may be returned to the customer or used to reduce tipping fees to the extent practicable; and

WHEREAS, the Department is an Enterprise Fund, comprising the Port Enterprise Fund and the Resource Recovery Enterprise Fund. Both Funds are separate and do not mix with each other or other County Funds; and,

WHEREAS, the Department is not funded from the County property tax levy and utilizes revenue generated solely from its own operations to pay current expenses and long-term capital costs necessary to provide its services and Programs to its customers and users; and,

WHEREAS, over time the County Board through actions by its Harbor Commission and Solid Waste Board has established funds for the Department to fulfill its missions; and,

WHEREAS, The Department is preparing for the future construction of the South Landfill in 8-10 years and conducted an external financial analysis of funds in preparation of constructing and operating the new facility; and

WHEREAS, this Resolution and the attached Financial Analysis Report is demonstrates to the County Board the sound financial status of the Department, while recommending the creation of several new designated funds in preparation of the South Landfill along with reallocating existing fund balances to better reflect the designated fund purposes and corresponding needs: and,

NOW THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors hereby accepts the Brown County Port and Resource Recovery Department Fund Description Report and Financial Analysis recommendation.

Respectfully submitted,
PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Authored by: Port and Resource Recovery Department

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund and has no fiscal impact on the General Fund.

A motion was made by Supervisor Sieber and seconded by Supervisor Clancy **"to adopt."** Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 10/21/2013

ATTACHMENTS TO RESOLUTION #10i

Fund Description Report Port and Resource Recovery Department October 2013

I. Background

The Port and Resource Recovery Department (Department) is an Enterprise Fund, comprising of the Port Enterprise Fund and the Resource Recovery Enterprise Fund. Both Funds are separate and do not mix with each other or other county funds. The only transfers are the following:

1. Calculated Indirect Costs to Brown County.
2. Information Services and Insurance Chargebacks to Brown County.
3. Farm Property Rents to Brown County.
4. "In Lieu of Taxes" payment to Brown County for all Department Properties.
5. Proceeds from South Landfill clay sales to Brown County.

Being an Enterprise Fund means the Department utilizes revenues solely from its own operations to pay expenses incurred through services and programs offered to its customers and users. Revenues are derived from "tipping fees" or fees charged per unit weight for using a facility, sale of materials processed or salvaged, grants, interests on segregated funds or rent for properties administered by the Department. Its contracted customers include municipalities, industries, residents and other area Counties.

II. Designated Fund Descriptions

Solid Waste

1. Site Acquisition – Established to fund the siting, developing and buying of land for solid waste facilities. Lands may include adjoining properties for buffers. Currently sufficiently funded and does not need additional funding at this time. Any additional funds may be generated through South Landfill tipping fees, sale of existing property or other means determined by Department. Research and Development- Established to fund alternatives to landfilling and to support recycling. Currently used for recycling educational material. Currently sufficiently funded and does not need additional funding at this time. Any additional funds will be generated through South Landfill tipping fees or other means determined by Department.
2. Long Term Care – Funds held with a fiscal agent to fund mandated maintenance of the East and West landfills for 40 years after closure per WI Stats, 289.41. The costs are returned to Department by the fiscal agent based on an amortization schedule for the required funds over the remaining term of closure maintenance. Rename to Long Term Care-East & West. In preparation of the South landfill establish Long Term Care-South. Funds will be generated through South Landfill tipping fees and separately deposited with a fiscal agent for future long-term care.

3. Closure – Established to pay for costs to close Brown County landfills and to augment the Long Term Care Fund for maintaining the closed East and West Landfills. Instituted to eliminate or lessen bonding requirements. Currently funds annual long-term care costs prior to reimbursement. Also funds additional closure costs projects at the East and West Landfill. Solid Waste Board policy has been to retain a fund balance to cover 1 ½ sequence of closure costs for the future South Landfill.

The recommendations of the Financial Analysis determined this fund is overfunded and additional segregated funds are recommended. Recommendations are to rename the existing Closure Fund as Closure East-West with a beginning balance of \$2.2M and establish a fund named Closure- South with a \$3.2M balance. The remaining fund balance of \$5M is to be transferred to Phased Construction for the South Landfill.

4. Closure East-West – Renamed fund is established to pay for costs to close Brown County landfills and to augment the Long Term Care Fund for maintaining the closed East and West Landfills. Instituted to eliminate or lessen bonding requirements. Currently funds annual long-term care costs prior to reimbursement. Operationally funds additional closure costs projects at the East and West Landfill.
5. Closure South - Solid Waste Board policy has been to retain a fund balance to cover 1 ½ sequence of closure costs for the future South Landfill. Future closure costs for the South landfill sequences will be collected through tipping fees.
6. State Environmental Fee – Established to fund state mandated fees to pay for the State's groundwater, environmental response, well compensation and beyond the 41st year of landfill maintenance programs. Currently not being used, but will be required when the South Landfill is operational and funds will be collected through tipping fees.
7. Environmental Repair- Established to offset the unlikely, but potential costs of environmental repair from landfill or household hazardous waste contamination to the environment. By Agreement with the Town of Holland, the Environmental Repair Fund must contain at least \$1 Million upon construction and operation of the Brown County South Landfill. Currently sufficiently funded and does not need additional funding at this time.
8. Debt Service – Established to retire debt owed to Brown County for bonding. Currently there is no debt and the fund is unfunded.
9. Phased Construction – Established to fund landfill sequence and transfer station construction projects. Instituted to eliminate or lessen bonding requirements. Solid Waste Board policy has been to retain a fund balance to cover 1 ½ sequence construction costs. Fund was used for construction of the gas-to-energy project with gas-to-energy revenue repaying Phased Construction fund plus 5% interest.

The recommendations of the Financial Analysis determined this fund is underfunded and \$5M from Closure is to be transferred to Phased Construction for the South Landfill. Additional funds will be generated through South Landfill tipping fees.

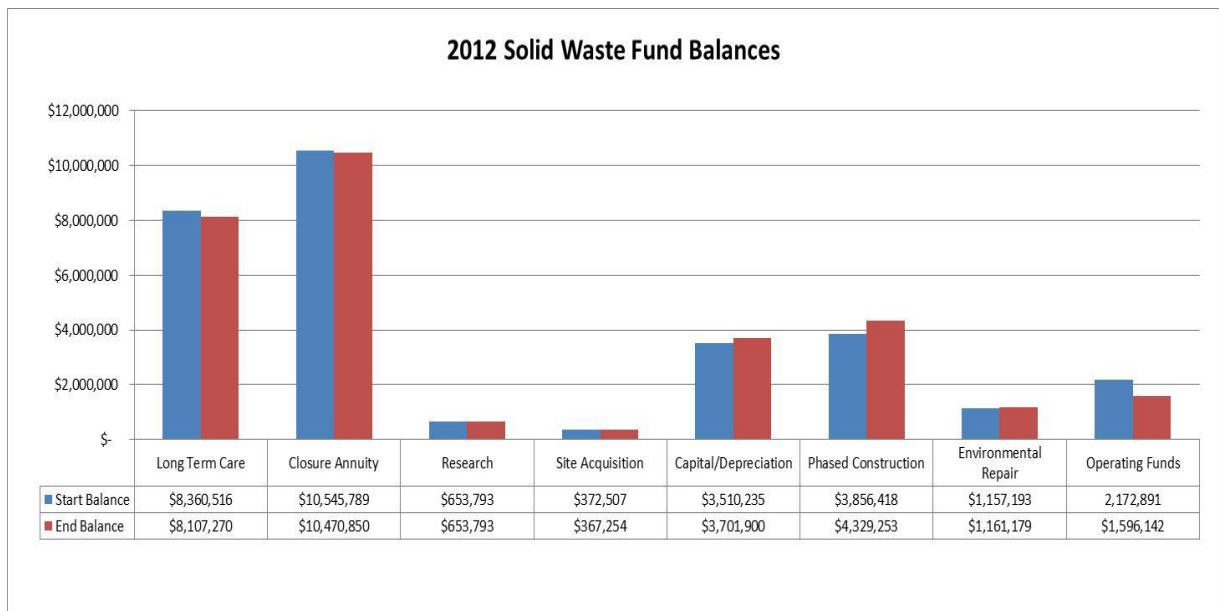
10. Capital Depreciation and Replacement – Established to replace existing recycling, landfill and household hazardous waste buildings and equipment. The dollar amount is

currently estimated from depreciation schedules received from the Administration Department. Available funds through tipping fees, sale of recyclable or other means will be placed in the fund as necessary by Department based upon the depreciation of the current equipment and buildings. The Gas-to-Energy equipment depreciation will not be included in this fund, since there is no cash being collected for replacement. Establish a depreciation and replacement cash account in January 2012.

The recommendations of the Financial Analysis determined this fund is more than adequately funded and \$500K should be transferred to initially fund the Rate Stabilization. Additional funds will be generated through South Landfill tipping fees.

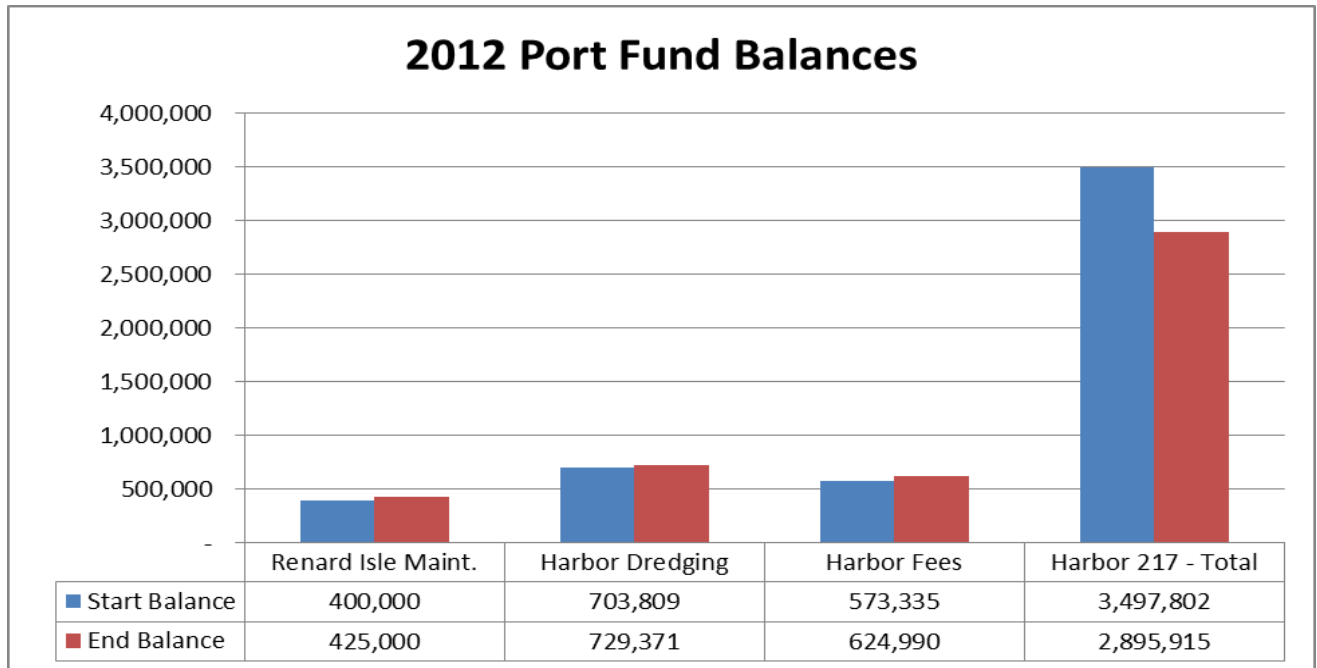
11. Rate Stabilization – Established in 2012 as an effort to reduce the impact of a major tipping fee increases in any one budget year. Goal of this fund is to maintain no less than \$200,000 and no more than \$1,000,000. Available funds through tipping fees, sale of recyclables or other means will be placed in the fund at the end of the year at the Directors discretion based upon program performance. When the annual budget necessitates a major tipping fee increase, the Solid Waste Board will determine the use of any or all of collected funds to reduce the tipping fee increase. At the end of the year based upon actual deficit due to the reduced tipping fee, funds will be returned to operational cash.
12. Operating Cash – This Fund is used to pay all of the Department's operating expenses throughout the year. These expenses include contract costs for landfill operation, transfer station operation and waste hauling, Materials Recycling Facility operations and general engineering costs. In addition Operating Cash serves as the depository fund for HHW partners annual contributions and to pay the Department's portion of the HHW Program's operating expenses.

Working capital balance in the Operating Cash Fund should maintain 45 days of expense or 10% of the annual operating budget. At the end of the fiscal year, if the operating performance of the Department results in a working capital balance exceeds 10% of the annual operating budget, that amount may be transferred to the Rate Stabilization Fund or other fund at the discretion of the Department.



Port

1. **Renard Island Maintenance**- Established by Harbor Commission to fund large long-term care of Renard Island upon ownership transfer from US Army Corps of Engineers. Currently \$25,000 is annually transferred from Harbor Dredging Fund into this fund for this purpose.
2. **Harbor Fee** –Established by resolution and funded annually by terminal operators on a per ton basis. This fund is to be used for projects beneficial to the overall harbor and Port will seek majority vote of terminal operators. Fund may be drawn down to a zero balance for the Cat Island Chain Restoration project as a dredged material placement facility for maintaining the navigational channel.
3. **Harbor Dredging** – Established by Harbor Commission for Bay Port tipping fees generated from non-federal sources. The funds are collected and designated for future disposal facility related functions.
4. **Harbor 217** – A Memorandum of Agreement (MOA) between the US Army Corps of Engineers and Brown County was signed for the use of Bay Port CDF by the Corps through a tipping fee. In the end, the Corps is responsible for the cost of construction, operation, maintenance and closure of the facility. Fund was created to separately account for Bay Port revenue and expense activities. Within the fund, numerous accounts were established to manage the fund. Bay Port was built over a number of years with several grants that do not need to be repaid as a result; the property acquisition and siting accounts are accruing dollars for new initiatives at the discretion of the Harbor Commission. The other accounts have targeted funding levels that are necessary to meeting the future needs of Bay Port. Audits are conducted routinely.



RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: October 16, 2013
REQUEST TO: Planning, Development and Transportation Committee
MEETING DATE: September 23, 2013
REQUEST FROM: Dean R. Haen, Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
 ☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution to Accept Recommendations of Schenck Financial Analysis and Fund Balance Description Report

ISSUE/BACKGROUND INFORMATION:

Opportunity to lease 2 acres of land for \$1,000/month over the next 6-12 months

ACTION REQUESTED:

Approval

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

Is there a fiscal impact? ☐ Yes ☒ No

a. If yes, what is the amount of the impact?

b. If part of a bigger project, what is the total amount of the project? \$13M between 2014-2021

c. Is it currently budgeted? ☐ Yes x No

1. If yes, in which account?

2. If no, how will the impact be funded?

x☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

No. 10j-- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION PUBLIC SAFETY COMMUNICATIONS TELECOMMUNICATION OPERATOR I

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Public Safety Communications department table of organization has 56.00 FTE Telecommunication Operator positions of which 2.00 FTE's are vacant; and

WHEREAS, turnover for this position during the past three years has averaged 14 positions per year. Since January 1, 2013, eleven (11) Telecommunication Operators have been hired; and

WHEREAS, it takes an average of two (2) years for a new Telecommunication Operator to be fully qualified to operate at least three separate dispatch positions; and

WHEREAS, it is recommended that 10.00 FTE Telecommunication Operator positions be reclassified as entry level Telecommunication Operator I positions until fully qualified and a Telecommunication Operator vacancy occurs; and

WHEREAS, it is further recommended the Telecommunication Operator I position be placed in Pay Grade 12 (pay range \$17.19 - \$20.48) of the Classification and Compensation Plan; and

WHEREAS, employees currently in Telecommunication Operator positions would retain their current wage; and

WHEREAS, future vacancies will be filled as Telecommunication Operator I positions in Pay Grade 12 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that 10.00 FTE Telecommunication Operator positions in the Public Safety Communications table of organization be reclassified to entry level Telecommunication Operator I positions in Pay Grade 12 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Telecommunication Operator positions will retain their current wage.

BE IT FURTHER RESOLVED, future vacancies will be filled as entry level Telecommunication Operator I positions in Pay Grade 12 of the Classification and Compensation Plan.

Annual Budget Impact:

Reclassify 10.00 FTE Telecommunication Operator positions to entry level Telecommunication Operator I positions (1,976 annual hours)

<u>Position Title</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Telecommunication Operator Current Rate (\$21.35/hr.)	\$(42,188)	\$(22,484)	\$(64,672)
Telecommunication Operator I Pay Grade 12, Step 3 (\$18.23/hr.)	\$ 36,022	\$ 21,563	\$ 57,585
Annual Budget Impact	\$(6,166)	\$(921)	\$(7,087)

Savings would be realized for each Telecommunication Operator I vacancy filled up to 10.00 FTE's. There are currently 2.00 FTE vacancies.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Authored by: Human Resources
Final Draft Approved by Corporation Counsel

A motion was made by Vice Chair Lund and seconded by Supervisor Clancy **“to adopt.”**

Following, a motion was made by Supervisor Sieber and seconded by Supervisor La Violette **“to amend.”**

Following discussion, a motion was made by Supervisor Buckley and seconded by Supervisor De Wane **“to refer to Public Safety.”** Vote taken. Roll Call #10j(1)

Ayes: Sieber, Hoyer, Zima, Buckley, La Violette, Van Dyck, Robinson, Clancy, Fewell

Nays: De Wane, Hopp, Erickson, Evans, Vander Leest, Landwehr, Dantine, Katers, Kaster, Jamir, Campbell, Moynihan, Steffen, Lund

Excused: Nicholson, Haefs, Carpenter

Total Ayes: 9 Total Nays: 14 Excused: 3

Motion Failed.

Following, a motion was made by Supervisor Vander Leest and seconded by Supervisor Evans **“to approve as presented.”** Vote taken. Roll Call #10j(2)

Ayes: Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, Katers, Kaster, Jamir, Clancy, Campbell, Moynihan, Steffen, Lund

Nays: Sieber, De Wane, La Violette, Van Dyck, Robinson, Fewell
Excused: Nicholson, Haefs, Carpenter

Total Ayes: 17 Total Nays: 6 Excused: 3

Motion Carried.

Approved by: \s\ Troy Streckenbach, County Executive Date: 10/21/2013

ATTACHMENT TO RESOLUTION #10j

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/24/13
REQUEST TO: Public Safety Committee
MEETING DATE: 10/02/13
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization - Public Safety Communications - Telecommunication Operator I

ISSUE/BACKGROUND INFORMATION:

Turnover for the Telecommunication Operator position over the past three years has averaged 14 positions per year. The average time for a new Telecommunication Operator to be fully qualified is two years.

ACTION REQUESTED:

Reclassify 10.00 FTE Telecommunication Operator positions to an entry level Telecommunication Operator I until fully qualified.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

4. Is there a fiscal impact? ☒ Yes ☐ No
- a. If yes, what is the amount of the impact? A savings of \$7,087 will be realized for each Telecommunication Operator I vacancy filled. There are currently 2.00 FTE vacancies.
- b. If part of a bigger project, what is the total amount of the project? \$_____
- c. Is it currently budgeted? ☐ Yes ☐ No
1. If yes, in which account? _____
2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: TELECOMMUNICATION OPERATOR I
REPORTS TO: COMMUNICATIONS SUPERVISOR
DEPARTMENT: PUBLIC SAFETY COMMUNICATIONS

JOB SUMMARY:

Under direct supervision, operates communications equipment that receives and dispatches police, fire and medical emergency calls via telephone, electronic and radio dispatch equipment; dispatches a minimum of one position.

ESSENTIAL DUTIES:

Answers and routes telephone calls and messages of emergency and non-emergency nature to the proper public service agency.

Operates at least one radio dispatch position.

Utilizes data input procedure on multiple keyboard terminals to assure data is properly transmitted to the computer.

Completes electronic incident forms.

Maintains documentation of all communications transmitted and received by radio into electronic databases.

Assures proper routing of incident information through geographic knowledge of the county.

Verifies on visual screen (video display terminal) with call incident information to assure data was correctly transmitted.

Maintains records and data in accordance with departmental rules.

Routes, transmits and interprets teletype messages.

Testifies at adjudication hearings as necessary.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Computer Terminal

Telephone and other office equipment
Police/Fire/Emergency Medical Dispatch radio equipment
Emergency Medical Dispatch software and flipcharts
Early warning system

MINIMUM QUALIFICATIONS REQUIRED:

Education & Experience

High School Diploma or GED equivalent.

Biddle Criti-Call Dispatch Test (Test administered by Brown County; candidate must pass before being considered further for the Operator I vacancy).

Successfully completes an accredited and approved online or in-resident certificate course such as the 40-Hour Telecommunications Operator course, the Fundamentals of Emergency Dispatch or an equivalent training course within the first year of employment or the certificate must have been successfully completed within the previous three (3) years.

Current Transactional Information Management Enforcement (T.I.M.E.) State certification or ability to secure and maintain within the first year of employment.

Licenses and Certifications:

CPR certified or the ability to secure and maintain certification within the first year of employment.

Certified for Emergency Medical Dispatch or the ability to secure and maintain certification within the first year of employment.

Knowledge, Skills and Abilities:

Knowledge of, or the ability to learn, area geography and an awareness of community events.

Knowledge of and ability to utilize a computer and the required software.

Ability to orally communicate effectively and precisely, both orally and in writing.

Ability to operate a keyboard and telephone equipment.

Ability to perform full data entry functions at a rate of 52 words per minute and 3841 keystrokes per hour.

Ability to accurately obtain information over the telephone from callers.

Ability to maintain emotional stability in stressful situations.

Ability to comprehend and carry out departmental rules, regulations and procedures.

Ability to maintain security and confidentiality.

Ability to record computer data rapidly and accurately.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to familiarize oneself with incidents relating to critical public safety activities.

Ability to understand and follow written and oral instructions.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Occasional bending, twisting, squatting and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 9/16/13

Item #10k taken after No. 7b.

No. 11 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

Late Communications:

No. 11a -- FROM SUPERVISOR ROBINSON RE: THAT THE BOARD CONSIDER CEASE HANDLING AGENDA ITEMS THROUGH COMMITTEE REPORTS AND HANDLE AGENDA ITEMS ONLY THROUGH RESOLUTIONS AND SIMILAR MEANS

Refer to Executive Committee

No. 11b -- FROM SUPERVISOR FEWELL RE: I WOULD LIKE A FULL REPORT WHY THE 911 CENTER WAS INOPERABLE? WHY THE BACK UP PLAN TOOK SO LONG TO IMPLEMENT? WHY LAW ENFORCEMENT WAS NOT

NOTIFIED IMMEDIATELY? WHAT IS BEING DONE TO PLAN FOR THIS IN THE FUTURE, SO THAT THIS DOES NOT OCCUR AGAIN?

Refer to Public Safety Committee

No. 12-- BILLS OVER \$5,000 FOR PERIOD ENDING SEPTEMBER 30, 2013

A motion was made by Supervisor Clancy and seconded by Supervisor La Violette **“to pay the bills for the period ending September 30, 2013”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 13 -- CLOSING ROLL CALL.

Present: Sieber, De Wane, Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Steffen, Lund, Fewell

Excused: Nicholson, Haefs, Carpenter

Total Present: 23

Total Excused: 3

No. 14 -- ADJOURNMENT TO WEDNESDAY, NOVEMBER 6, 2013, AT 9:00 A.M., LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET, GREEN BAY, WISCONSIN.

A motion was made by Supervisor Buckley and seconded by Supervisor Lund **“to adjourn to the above date and time”**. Voice vote taken. Motion carried unanimously with no abstentions.

Meeting adjourned at 10:45 p.m.

SANDRA L. JUNO
Brown County Clerk